



**Affordable Housing Trust Fund  
Board of Trustees  
Action Plan Working Group**

Date: April 21, 2022  
Time: 8:15 AM – 9:00 AM  
Location: Conducted via remote participation

Attendees: Karen Kelleher, Neal Mongold, Calpurnyia Roberts, Jaclyn Pacejo, Kelly Lynema

**Meeting Summary**

1. Review draft Action Plan outline and related materials  
Karen shared the Action Plan outline, noting that she had not received any additional comments from Trustees after the Trust's April 14 meeting, so per the discussion at that meeting the Working Group can continue advancing the plan and the engagement plan schedule.

Calpurnyia offered to develop a concrete plan and schedule for community engagement, designed around three elements: 1) a survey (online and in person), 2) focus groups or listening sessions, and 3) public meetings and meetings with stakeholder boards/committees. Karen and Calpurnyia will reach out to Katherine Levine-Einstein to discuss appropriate questions for the survey and how best to collect resident input on the Trust's draft goals and actions.

Karen, Kelly, and Jenny will finalize the RFP for a consultant for the Action Plan and communicate back to the Trust when the RFP is available to be sent to potential consultants.